

PERSONAL CARE SERVICES PROGRAM STANDARDS OF CARE

Any permanent change in the POC must be addressed by the RN with the development of a new POC within 2wks of the change.

PERSONAL CARE ACTIVITIES	PARTIAL ASSISTANCE **	TOTAL ASSISTANCE **	MAXIMUM MINUTES ALLOWED/ONLY WITH SUPPORTING DOCUMENTATION
PERSONAL HYGIENE/GROOMING			
Grooming/Routine skincare: <i>Includes hair, skin, nails, mouth care, lotion and shaving</i> <ul style="list-style-type: none"> Child over age 5 (child ages 5-8 require cueing and supervision) 	Up to 15 minutes per day	Up to 30 minutes per day	Up to 30 minutes per day
Bathing: <i>in bed, tub or shower</i> <ul style="list-style-type: none"> Child over age 5 (child 5-12 require cueing and supervision) 	Up to 20 minutes per day	Up to 40 minutes per day	Up to 60 minutes per day
Toileting: <i>incontinent hygiene for</i> <ul style="list-style-type: none"> child over age 4 Adult 	Up to 5 minutes per incident	Up to 15 minutes per incident	Up to 60 minutes per day
Dressing <ul style="list-style-type: none"> Child over age 5 (child ages 5-8 require cueing and supervision) 	Up to 15 minutes per day	Up to 30 minutes per day	Up to 45 minutes per day
Incontinent Laundry	Up to 30 minutes per day	Up to 30 minutes per day	Up to 30 minutes per day
NON-TECHNICAL PHYSICAL ASSISTANCE			
Repositioning/Transfer, i.e. <i>in and out of bed, on or off seats, use of Hoyer lift</i> <ul style="list-style-type: none"> Child over age 4 	Up to 5 minutes per incident	Up to 5 minutes per incident	Up to 30 minutes per day
Walking: <i>with or without assistance of medical equipment in the home</i> <ul style="list-style-type: none"> Child over age 3 	Up to 5 minutes per day	Up to 30 minutes per day	Up to 30 minutes per day

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Wheelchair: assistance pushing, loading and unloading in vehicle.	Up to 30 minutes per day	Up to 30 minutes per day	N/A
Specialized Tasks: <i>assist with active or passive ROM per physician's order, assist with prescribed OT/PT exercise, care of medical equipment.</i>	Up to 15 minutes per day (does not apply to passive ROM)	Up to 15 minutes per day	Up to 15 minutes per day
Assist with Medication: <i>prompting at right time, provide liquid for self-administration.</i> <ul style="list-style-type: none"> • Child over age 15 (child 13-15 require cueing and supervision) Must document who prepares medication.	5 minutes per incident	N/A	Based on the number of times medications are ordered during the service hours.
NUTRITIONAL SUPPORT: see note re: room and board			
Meal Preparation: <i>includes special dietary needs (pureed food)</i>	Up to 30 minutes per meal	Up to 30 minutes per meal	N/A
Feeding: <i>by mouth</i> <ul style="list-style-type: none"> • Child over age 3 	Up to 30 minutes per day	Up to 45 minutes per day	Up to 90 minutes per day
ENVIRONMENTAL SUPPORT: Can NOT bill more than 1/3 of the total POC time. Activity conducted for the person receiving services ONLY <ul style="list-style-type: none"> • These services are considered parental duties for child 0-17. 			
Light housekeeping: <i>i.e. dust, vacuum person's area, mop person's area, straighten area</i>	Up to 10 minutes per day	Up to 10 minutes per day	N/A
Making and Changing the bed	Up to 5 minutes per day	Up to 5 minutes per day	Up to 15 minutes per day
Dishwashing: <i>time based on washing person's dishes ONLY</i>	Up to 10 minutes per meal	Up to 10 minutes per meal	N/A

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Laundry	60 minutes per week	90 minutes per week	Up to 120 minutes per week if taking laundry to laundromat and appropriately documented.
Other: Parental duties for child 0-17.			
Essential Errands	60 minutes per week	60 minutes per week	N/A
Community Activities	60 minutes per week	60 minutes per week	N/A
Other tasks: i.e. taking out trash, getting the mail	Up to 30 minutes per week	Up to 30 minutes per week	N/A

*Note: Self/prompting (aka supervision and/or cueing) equals 5 minutes for each task listed.

**Note: Refer to completed PAS on the member to determine if person needs partial assistance or total assistance with an item.

***Note: Total monthly time must not exceed 210 hours.